



**Railtown 1897
Safety Rules
For All Employees**

GENERAL SAFETY RULES

1. SAFE COURSE: In case of doubt or uncertainty the safe course must be taken; in all cases, the safest available methods must be followed.

2. TAKING PRECAUTION: Employees must take every precaution to prevent injury to themselves and other persons under all conditions not provided for by the rules.

Employees must not rely entirely upon others, but must protect themselves when their own safety is affected.

3. SIGNALS: Hand or lantern signals must be used to control switching or shoving movements whenever practicable.

4. WALKING IN YARDS: When walking, pay attention to footing and other conditions which affect your safety. When you refer to a switch list, consist or timetable, do so standing still and clear of tracks.

Use an established route or path to or from office, stations, shop or other work location. When walking and it is necessary to turn your head or look backwards - Stop, before proceeding.

Exercise caution when walking out of or from behind an engine, car, building or other structure and look in both directions before stepping foul of any track. If it's necessary to obtain a clear view of the track in both directions - Stop, then proceed.

5. WALKING BESIDE TRACKS: When duty requires walking beside tracks: keep a sharp lookout in both directions for approaching cars and engines and never stand

9. SAFETY GLASSES: Safety glasses should be worn at all times in areas where there is a risk of eye injuries.

10. EAR PROTECTION: Hearing protection should be used when loud or continuous noise may cause hearing damage.

11. PROPER FOOTWEAR: Footwear is an important factor when developing good walking habits. Wear ankle support work boots/shoes with soles and heels firmly attached and heels that are not excessively worn over.

12. HARD HATS: The wearing of CSRM approved hard hats is required by all employees/volunteers working in the mechanical, maintenance of way and signal departments. Also by all personnel when entering designated hard hat areas and when working around or observing work being performed by the aforementioned departments.

13. TRIPPING HAZARDS: All equipment must be secured in proper location and position. Never place objects or materials on floors or walkways where they will become a tripping hazard.

14. STOVES: Starting stoves must be done in accordance with instructions. The use of flammable materials, including fusees, to start stove or intensify fire is prohibited.

15. PASSENGER SAFETY: Passengers must not be allowed to occupy places where their safety would be endangered.

16. BOARDING PASSENGERS: As a precaution against injuries to passengers, crew members will use the words "Please watch your step" when passengers are boarding or alighting from train.

20. CLEAN PREMISES: Railroad premises must be kept in a clean, orderly and safe condition. Railroad buildings, facilities or equipment must not be marred or defaced. Only such information as is authorized by the proper authority or required by law may be posted in or upon railroad property.

Employees must correct any conditions which may cause injury to themselves or others. If unable to do so, necessary protection must be provided and the unsafe condition must be reported promptly to the proper authority.

21. HAZARDOUS MATERIALS: Employees whose duties are in any way involved in the handling of hazardous materials must have a copy of and be conversant and comply with instructions or regulations for handling hazardous materials.

22. REMOVING PERSONS TO PLACE OF SAFETY: When persons who are evidently intoxicated or mentally impaired are in the vicinity of tracks or other places where they may be in danger of injury, they must be guarded from engine movements or other dangers and the proper authority must be notified.

23. REMOVAL OF UNAUTHORIZED PERSONS: When unauthorized persons are seen in the vicinity of track or on bridges or on other company property where they may be in danger of injury or their presence interferes with normal operations, they must be asked to leave premises. If unable to remove them to a place of safety the proper authority must be notified.

24. RAIN, SNOW AND ICE HAZARDS: Employees must take extra precaution during cold or rainy weather to avoid falls caused by slipping on snow, ice, wet spots or other hazards, and must not pass under icicles but must

Always store chains on the hooks provided. Never store chains or other items on steps or walkways.

Always chain/block main driver (engineer's side) of steam engines.

Always chain/block lead axle on engineer's side on descending end of diesel engine or car.

27. PACKING HOOK: Employees must keep hands and fingers out of journal boxes. Packing hooks must be used to remove, replace or adjust brass, wedge or packing.

28. CAR DOORS: Before operating side door of car, be certain door is properly tracked. If door is off track, take precautions to safeguard its use and notify proper authority.

While opening or closing car doors, keep fingers clear of edge or jamb of door, casting or rail on which door travels. Keep body clear of opening made by door to avoid falling freight.

29. PASSING TRAINS: When trains or equipment are passing, employees must not remain near the track where they may be struck by car doors or other articles that may protrude or fall.

When standing, walking, or working on cars or engines, between or near tracks, employees must keep a careful lookout for trains, engines, cars or other moving equipment and expect movement at any time, on any track, in either direction.

Employees must stand clear of all tracks when trains are approaching or passing in either direction. They must not stand on one track while trains are passing on the other.

WORKING AROUND EQUIPMENT

34. ASCENDING OR DESCENDING FROM EQUIPMENT: Observe condition of equipment, looking for defects such as bent, loose or missing stirrups, ladder rungs and brake platforms. Face equipment and use side ladder only. Be alert for unexpected movement and observe for obstructions before detrainning.

Never place lantern on your arm when ascending or descending equipment. Hold lantern at base of thumb between thumb and index finger.

35. GETTING ON MOVING EQUIPMENT: Assure yourself speed is not greater than 4 mph. If you feel movement is too fast and/or footing conditions are undesirable, stop or slow movement before boarding.

Stand a sufficient distance from car, engine or caboose to avoid being struck. Face equipment as it approaches you and determine that stirrups and hand holds are not excessively bent, hanging loose or missing.

Board only stirrup leading end of car unless last in cut. Steps may be boarded on either end of an engine, caboose or passenger car.

When boarding engines, cabooses or passenger cars, first grasp the leading grab iron with leading hand in direction of movement. Then step up with your trailing foot as the you grasp trailing grab iron. Put your trailing foot in trailing corner of step, let the movement lift you off the ground and place leading foot on step.

When boarding box cars, grasp lower ladder rung with leading hand in direction of movement, then place trailing foot in trailing side of stirrup. Next, grasp the next higher ladder rung with trailing hand, let the movement lift you

in poor lighting conditions.

37. RIDING SIDE OF CAR: Look in direction of movement, maintain a firm grasp of ladder rung and have feet solidly placed in stirrup or on ladder rung.

Remain aware of conditions in direction of movement or ahead for impaired clearances, such as gate posts, gates, loading docks, sides of buildings, or fouling cars or materials on adjacent track.

When riding the leading car in a shoving movement, use the side ladder if so equipped and keep alert for changing conditions in the direction of movement.

When riding car across street crossing, ride only on a car that will permit you sufficient elevation to avoid being struck if hit or sideswiped by vehicular traffic. If such car is not available, dismount and walk across street crossing with caution.

Riding on end ladders or other end parts of moving cars is prohibited.

38. RIDING FOOTBOARDS: Never attempt to board footboards on moving equipment. If necessary to ride a footboard, ride only the trailing footboard in the direction of movement.

Never ride leading footboards.

Never ride footboards between equipment.

39. SEATED OR STANDING IN AN ENGINE OR CABOOSE: Be alert for conditions that can cause slack action. Examples: train brake operation, change in grade, or change in speed, particularly entering and leaving yards.

standing or moving.

When necessary in the discharge of duty to cross through a standing train or cut of cars, employees must choose equipment carefully, use only those cars with ends equipped with crossover platform and handholds; must not encumber hands, and must be prepared for movement at any time.

43. STANDING EQUIPMENT: To avoid being struck by unexpected movement, be alert and give yourself at least twenty (20) feet of clearance when walking around equipment.

44. EQUIPMENT SEPARATION: To avoid injury, separate cars and engines at least fifty (50) feet and equipment is stopped before walking between.

45. ALIGNMENT OR ADJUSTMENT OF COUPLERS: If it becomes necessary to make a coupler alignment or adjustment, be sure cars are separated by at least fifty (50) feet and ensure that stopped before stepping between.

Have a clear understanding with engineer and other crew members involved of the work to be performed and protection required.

Place back to coupler, get as close as possible keeping back straight. Lift with leg muscles and move coupler to desired position. If coupler does not move to desired position, obtain help.

Position one person as previously described and the second person on the side of the coupler prepared to push.

Never use uncoupling lever on car or engine while riding on another car or engine.

Never jerk on uncoupling lever.

48. COUPLING AIR HOSES: Communicate to the engineer, orally or with an agreed-upon signal, and receive an acknowledgement before stepping between the cars.

When coupling air hoses place only one foot between the tracks, and securely grip the end of each hose at the bottom. Lift hoses upward, match the connection portions and slowly push the joint to its lowermost position.

49. WORKING WITH COUPLED OR UNCOUPLED AIR HOSES: Open angle cock slowly listen for air escaping which will indicate coupling is faulty and may fly apart. If a leak is heard, close both angle cocks and make sure pressure in hoses is fully depleted before attempting adjustment or repairs.

Before opening angle cock to an uncoupled air hose, grasp hose at the glad hand, clear of vent port. Brace glad hand firmly against thigh, turn face away from glad hand and slowly open angle cock.

If necessary to uncouple air hoses by hand, place only one foot between the tracks, close both angle cocks and securely grip each hose near the bottom joint. Slowly raise the hose joint until air pressure is depleted, then continue raising the joint until it separates then return hoses to lowermost position instead of allowing them to drop.

To operate an angle cock from the opposite side, use extreme care to ensure that no part of body touches coupler, coupler assembly or any part which may move. If

HAND BRAKES

51. LEVER BRAKES (PUMP HANDLE): To release, place pawl lever or weight in OFF position and apply stress. Retain a secure handhold and place the handle in DOWN position until brake releases.

If brake does not release leave handle in DOWN position, re-engage pawl lever or weight in ON position and report condition to proper authority.

To apply brake put the pawl lever ON and pump lever up and down. Operate only if observation indicates that handle stop is not defective or missing.

Always use leg muscles to do the work, keeping back straight.

52. VERTICAL WHEEL-TYPE BRAKES

(APPLYING): Observe condition of ladders, steps, grab irons and brake steps before mounting car. Always be on the left side of hand brake during operation. Have both feet securely placed with the left foot on ladder rung at or near same level as brake platform and the right foot firmly on the brake platform. When setting brake on a tank car, have both feet securely placed on end platform. Have firm grasp of ladder rung or grab iron with left hand. Operate the wheel with the right hand gripping in such a manner to always have your thumb on the outside of wheel rim.

Wind slack out of the chain by turning the wheel in a clockwise direction until resistance is felt. Be prepared for unexpected bunching or slipping of brake chain. With legs slightly bent keeping back straight as possible, pull upward using short, steady strokes, with leg muscles doing the work, until reasonable force has been applied to wheel.

Never use wheel spokes to apply brake.

method places you close to and applying pressure toward the car. Always pull or push, so your body moves toward the car. Apply steady pressure on the wheel or club and keep firm hold of the wheel with both hands. If your feet slip, you can still hang onto the wheel and avoid falling.

On a staff brake lever, have both hands on the brake lever, placing one hand at the outward extreme of the lever and the other near the pivot point. Apply steady pressure on the lever.

Never apply pressure with a jerk.

55. STAFF-TYPE BRAKES (RELEASING): To release staff, lever or wheel brake with or without brake club: Apply only sufficient stress to release pawl without forcing it from ratchet. If not successful in the above, obtain help. Release brake not more than 3 notches at a time to permit slack to adjust before completing the release and be prepared to re-engage the pawl instantly to prevent wheel spinning.

where you will not be struck or caught between moving engines, cars, switch lever or stand. Ensure that the switch and connecting rods are free of obstruction.

Face the switch stand and apply pressure to the lever so that when locking bar is lifted, lever will not fly dangerously. Move the lever to align rails to proper position. Carefully close locking bar being careful not to catch foot or hand in the latch and replace lock or keeper.

59. HANDLING SWITCHES & DERAILS: Be familiar with the type of switch that is to be lined. Keep constantly in mind that the ease with which a switch operates will change depending on weather, temperature, maintenance, and other operating conditions.

Before attempting to line a switch, visually inspect it, and ascertain that it is not damaged, locked or spiked, and that points are not fouled by ballast, ice, snow or other material.

Keep hands and feet in the clear to avoid being caught or struck by switch lever handle or ball while handling switch or derail.

Avoid undue stress that would cause physical injury to the body.

60. OPERATING GROUND THROW SWITCH:

Before operating switch, take a firm stance and be alert for conditions that may cause loss of footing. Stand parallel to handle movement, with stance centered over the lever arm handle. If switch is equipped with foot latch, keep foot on latch until the lever is moved towards the one-half position.

ENGINES

62. TRAPS: Be aware, and keep fingers and hands out of traps created by the operation of: seat adjuster mechanisms, sliding windows, cab doors, hatches, engine compartment doors and hand brake operating and releasing levers.

63. BODY PROTECTION: Always wear gloves and natural fiber clothing to protect body and hands from burns.

64. STANDING ENGINES: Engines must not be left without an employee in charge, except when authorized and must not be left standing so they will block or foul adjacent tracks.

65. MOVING IN AND OUT: Always use door handles or grab irons to open and close doors. Keep hands and fingers clear of door edges and door jambs. Always grasp grab irons, railings or other secure fixtures to prevent being thrown about in case of sudden movement.

Keep all electrical and other compartment doors securely latched. Report all defective latches and doors that won't stay closed.

Watch your footing closely. Engines vary in step and ladder arrangement. Know your equipment. Don't allow tools, chains or other items to be placed where you step.

If you observe oil or other foreign substances on ladders, steps or walkways, warn other crew members and if practicable, avoid using that part of the equipment until the unsafe condition is corrected. Be sure you report it promptly if you cannot correct it yourself.

66. WORKING AROUND OR ON ENGINES: Place and keep clothing, material, rags, supplies, tools or other items in a designated cabinet, container or location. Do not

Avoid spillage when fueling engines. If spillage occurs notify proper authority.

68. ENGINE MOVEMENTS: Hostlers and others who are authorized to move engines at terminals must, by inspection, know before moving them in shops that blue flags have been removed, the air brakes are cut in and operative and in condition to be moved. Be positive that no one is working beneath or around engine who might be injured.

Due warning under all conditions must be given by ringing the bell before engine is moved.

69. STARTING ENGINES: Before starting a diesel engine make sure that: all employees have been notified and are in a safe position; crankcase and airbox covers are in place and secured; cocks, valves or other appurtenances are in proper position and all proper starting procedures have been observed.

70. DIESEL MAIN GENERATOR: Generator field switch must be in "OFF" position while inspecting main generator, traction motors or power circuits.

Avoid putting face or hands near main generator, or any high voltage equipment, while it is working under load. A flashover may cause burns or shock.

71. ELECTRICAL CABINETS: Electrical cabinet doors must be kept closed and latched when engine is under load. Open high voltage cabinet only after engine for that circuit has been isolated, unless observed from a distance of not less than 2 feet.

Before working on any switch or other electrical equipment, stop engine and open control and main battery switch.

switch must be tagged noting conditions observed.

75. TRACTION MOTORS: Before making a check of traction motors or apparatus under standing engine while engines are running: put generator field switch in "OFF" position; make sure that the independent and hand brakes are fully applied; remove reverse lever from control stand and observe blue flag rules.

76. ENGINE COMPARTMENT: Keep hands out of radiator shutters or any equipment which operates automatically.

On engines equipped with pressure cooling system, do not remove cap without first relieving pressure from system. After pressure has been depleted, remove cap immediately to avoid build up of pressure.

Protect fingers with cloth or paper towels when wiping oil from bayonet-type gauge stick.

77. SAFETY GUARDS: All safety guards must be kept in place and securely fastened. When coupling or uncoupling engines, know that platforms and safety chains are in proper position.

78. DOORS: Doors leading from cab to engineroom must be kept closed and removable steps from cab to engineroom must not be removed without providing adequate protection. Slide doors in enginerooms and end doors must be kept closed when engine is moving. Employees shall not step out side doors while engines are in motion.

79. SERVICING ENGINE: When fueling, watering, sanding or otherwise servicing engine: have throttle in "IDLE" or "OFF" position, generator field switch off, engine switch in isolation, reverser lever centered/neutral

FIRE PREVENTION

83. PROTECTION: All employees are required to give constant and personal attention to the subject of protecting CSRM property from damage by fire.

Every employee should exercise care and due observance of the rules prescribed for the prevention of fires.

Cleanliness and good housekeeping, together with utmost vigilance are the fundamentals in effective fire prevention; and will do more to eliminate destructive fires than any other activity. Grass, weeds and other combustible material must be kept away from all buildings, structures, bridges, and trestles.

84. GIVING ALARM: Employees must sound the alarm and summon help, when available, before undertaking the control and extinguishment of a fire.

85. OPERATION OF FIRE EQUIPMENT: Every employee must familiarize themselves with the proper operation of fire protection equipment provided at each work location.

86. FIRES: Fires are divided into three classifications, with the type of extinguishing medium necessary to extinguish each noted. These are:

CLASS "A" FIRES: Fires in ordinary combustible materials such as wood, fabrics, paper, plastics, etc. Extinguish with water, multipurpose dry chemicals or any fire extinguisher rated for Class A fires.

CLASS "B" FIRES: Fires in flammable and combustible liquids, such as gasoline, oil and grease and also gases. Use ordinary or multipurpose dry chemical, Halon 1211, carbon dioxide or foam fire extinguisher, all rated for Class